



Eugene Sudbury School Handbook

MISSION STATEMENT

Eugene Sudbury School (ESS) provides a democratic education that inspires students to reach their full potential, prepared for college, career, and citizenship.

VISION STATEMENT

To create a welcoming, diverse and culturally inclusive learning environment which fosters in its students a sense of responsibility, an ability to build strong interpersonal relationships, and the capacity for self-directed, lifelong learning with the versatility and analytical abilities necessary to adapt to and create the future of our world.

NONDISCRIMINATION POLICY

Eugene Sudbury School admits students of any of race, color, religion, gender, gender identity, sexual orientation, abilities or limitations, national and ethnic origin, marital status, and affords all the same rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, abilities or limitations, national and ethnic origin in administration of its educational policies, admissions policies, hiring practices, athletic programs and other school-administered programs.

CONSTRUCTIVIST LEARNING MODEL

Eugene Sudbury School uses the constructivist model (sometimes called project- or problem-based learning), where the problem or project is at the center of the learning, instead of the teacher. One example of a project might be "I'd like to build a traditional canoe," and an example of a problem is "I found this caterpillar but I don't know what to feed it." In each case, the drive to learn is in solving a problem the learner has identified. This student-centered approach puts learning in the hands of the learner. Teachers are guides, facilitators, and partners. Plenty of resources, including experts, books, electronic media, mentors and peers, are available to support the learner in their projects.

DEMOCRATIC IMMERSION

Democratic schools help students develop into self-confident, self-directed, lifelong learners. Democratic schools empower students to vote on decisions that affect their lives and their school, imparts a sense of responsibility for themselves and others, and builds higher-order thinking in preparation for a full, active citizenship. Sudbury schools allow each student to follow his or her own individual education path. Students engage in academic projects and pursue interests from the riches the world has to offer without limit in relationship with peers, teachers, and the school community. We offer a supportive, resource-rich school environment where people of all ages learn from each other.

GOVERNANCE

School Meeting is the primary decision-making body at school. The School Meeting Chair facilitates the meetings using Robert's Rules of Order and an elected secretary maintains the Record. These positions are elected annually at the first School Meeting or whenever there are vacancies. Assembly members can attend School Meeting, make motions, and participate in debate.

SCHOOL MEETING

At weekly School Meetings, students and staff create new rules, amend existing rules, and abolish rules. Once a rule change has been approved, it's documented in the Lawbook and List of Rules. Each School Meeting member agrees to abide by these rules upon enrolling. In general, the rules cover issues related to safety, and community standards. Violations of state and federal laws are forbidden. The Lawbook and rules are made available to all Assembly members and are available upon request. School Meeting is also the time and place for students and staff to make motions to conduct entrepreneurial businesses, plan school-wide activities, or take on other projects.

JUDICIAL COMMITTEE

Most school rules are community agreements made democratically and approved in School Meeting, although some are based on state and federal laws. When violations occur, they are resolved in Judicial Committee (JC). JC is a peer court model of justice made up of two elected students, two students appointed from the general student body (all

students serve on a rotating basis), and a member of the staff. They process all complaints daily.

Students, staff, and volunteers may “write up” a complaint if they witness a violation of school rules by any member of the community. The JC will discuss the circumstances of the violations and determine consequences. In the event of a serious violation, which may involve a violation of law, the JC may order suspension or expulsion. In that case, a student may opt to appeal the case to the Board of the Directors.

CONFLICT RESOLUTION

Certain conflicts occur that do not rise to the level of the JC but must be addressed. Because interpersonal relationships are at the core of learning at ESS, the ability to resolve conflicts is an essential skill for students and staff. Interpersonal conflicts may be resolved with a facilitated mediation technique called “problem solving,” in which both parties air their concerns and perspectives, are heard, and have their conflict mediated in a mutually agreeable way. Participants devise new agreements so they are able to move out of conflict.

ASSEMBLY

The Assembly includes all parents, guardians, students, staff, and elected public members. The meetings are run according to Robert’s Rules of Order, and decisions are made democratically by majority vote. The Assembly makes the major educational and financial decisions at Eugene Sudbury School.

BOARD OF DIRECTORS

Every November the School Assembly elects the Board of Directors. Parents and students may run for board positions; staff are ex-officio board members. The Board of Directors make recommendations to the Assembly, work at the behest of the Assembly, and conduct long-term planning for the school.

These are the members of the Board of Directors for the 2015-16 school year:

Therese Nguyen, president

Lisa King, treasurer
Lisa Bianco-Davis, secretary

Justin Ahrenholtz

Megan MacCullen
Demian Schwartz

SCHEDULE AND ATTENDANCE

School is open from 8:45 a.m. to 4:00 p.m., Tuesday through Friday. K-12 Students are expected to arrive between 8:45-10:00 a.m. Those coming late should call the office. Those not in attendance by 10 a.m. are marked absent and staff will contact a parent or guardian to determine the reason for the absence. (See Appendix A for attendance policy.) Students may be absent no more than 6 half-days a month, and in accordance with state attendance policy ESS is open over 1000 hours a school year to meet the requirements for all grades K-12. Grades K-3 = 810 hours; grades 4-8 = 900 hours; grades 9-12 = 990 hours.

PARENT VOLUNTEERING

Parent volunteers are an integral part of the Eugene Sudbury School. Parents who pass criminal background checks may volunteer during school hours after meeting with the Volunteer Committee and being approved by the School Meeting. Also, parents may give workshops on Workshop Days to enrich the curriculum with a variety of personal interests and professional experience. When funds are available, parents may choose to apply for one of the paid Community Resource Positions. These positions perform major functions at school, secretarial work, volunteer coordination and the like. They are a significant commitment and qualify for tuition credit.

SERVICE TIME

Families that receive scholarships may complete 10 hours of service time each month to get the maximum tuition rebate. Parents and guardians may take on multiple tasks to satisfy the minimum monthly requirement. Training and instruction for each position must be completed prior to executing each role. Currently, the following positions are:

Classroom Assistants
Cleaners
Construction and Maintenance workers
Event Assistance
Grant Writing
Marketing and Promotions
Office Assistant

Workshop Facilitator
Grounds-keeping/Gardening
Computers/IT

Parents must submit their time for each activity they complete. Time will be confirmed and tracked monthly using our on-line tracker, which will automatically be deducted from the following month's tuition.

MEALS

Students must bring their own food to school. Kitchen facilities are provided, and students may use the microwave and stove once they have been certified. Students can snack and dine whenever and wherever they like, provided it is not in a 'no food zone.' However, they must clean up after themselves. Student may not ask others for food. Those with food restrictions must monitor themselves. We are (sometimes) a peanut-free school.

MEDICATION

ESS recognizes that administering medicine to students or allowing them to self-administer medication is sometimes necessary when failure to take the medication would jeopardize the health of the student or make it impossible for the student to attend school. Therefore, students may be permitted to take non-injectable prescription or nonprescription medication at school on a temporary or permanent basis. (See Appendix B for medication policy.)

TECHNOLOGY

In order for students to be prepared for college, career, and citizenship, they must be able to use digital tools responsibly and effectively. ESS provides access to school computers for study, research, and entertainment. All students may use the computers anytime, depending on availability, and provided the student is certified. A sign-up system is in place when demand exceeds available computers. Parents must approve or restrict levels above G content.

FIELD TRIPS

Excursions into the community are a vital part of the Sudbury educational model, and students and staff may propose an excursion in School Meeting for enrichment, physical activity, or entertainment. Parents must

have a permission slip on file or they may opt to sign permission slips prior to each excursion.

STUDENT AND PARENT CONTRACTS

Each student and parent or guardian must sign a contract outlining their understanding of and their responsibility for abiding by the Sudbury model. (See Appendix C and D.)

HIGH SCHOOL STUDY

Each ESS Upper School student will meet regularly with a faculty adviser to create and review his or her Personal Education Plan and Profile (PEPP). This PEPP will include the courses and professional experience necessary to ensure preparedness for college and career. These plans allow students to work at their own pace, with faculty guidance and time for reflection. Students will work with faculty using a credit tracker and PEPP rubric to monitor and evaluate progress toward their goals. Each student has flexibility in designing his or her individualized plan. A student planning to attend art and design college might write a blog about developing artwork in the context of art history to satisfy a language arts credit. This interdisciplinary approach makes use of the student's artistic interests while addressing language arts standards and the use of technology to learn and work.

Additionally we encourage students to take community college classes, do professional internships, and run small businesses as transitions to college and career. In preparation for graduation, junior and senior students will participate in a professional cohort, where they will explore personal finance, submit FAFSA forms, visit a variety of businesses and colleges, and have the opportunity to take Oregon assessments, SAT, and college entrance exams.

GRADUATION REQUIREMENTS

ESS students can complete the high school program at Eugene Sudbury School in two ways.

Certificate of Completion: Students earn this certificate by presenting a written and oral Senior Thesis Project. The student and his or her thesis committee will plan and review progress of the project throughout the senior year. The Thesis Committee is made up of faculty, mentors, and at least one member of their Professional Cohort. Students will present their thesis orally to students, faculty, parents, and guests, with a period of

interactive dialogue following the presentation. The thesis will include a demonstration of the 9 Essential Skills (OAR 581-022-0615): read & comprehend a variety of texts; write clearly & accurately; apply mathematics in a variety of settings; listen actively & speak clearly and coherently; think critically and analytically; use technology to learn, live, and work; demonstrate civic & community engagement; demonstrate global literacy; teamwork skills, as well as the student's assertion that they are prepared for active citizenship in the adult world.

State of Oregon Diploma: In addition to the Thesis/Senior Project, students wishing to be conferred an Oregon diploma must complete 24 credit units in the areas designated in OAR 581-022-1130. This credit work will have been established and tracked in each student's Personal Education Plan throughout high school, ensuring each student is on track to graduate.

Appendix A

Student Attendance Policy

Students are expected to:

Attend school 4 days a week.

Sign in immediately upon arrival at school.

Have a parent/Guardian call school by 10:00 am if they are going to be absent. If it is not possible to call,

Please send a note on the first day your child returns to school stating the reasons for the absence. If the school does not receive a note or a call, the absence will be considered unexcused.

Sign out upon departure.

Definition of an Excused Absence:

The school is notified by 10:00 am or a note is received within 24 hours.

Must be for one of the following reasons:

- 1) Student illness (either temporary or with a doctor's note for prolonged or ongoing medical issues)
- 2) Doctor/ dentist appointment
- 3) Family illness
- 4) Family or other emergency
- 5) Other reason pre-authorized by School Meeting (see below)

School Meeting may excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Please plan ahead in order to make a motion and have it approved *before* the planned absence.

A half-day absence shall be recorded when a student misses more than 3 hours

but less than 7.

Definition of Irregular Attendance:

Six unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

Five unexcused absences in a term of three months or ten unexcused absences in any term of six months shall be considered irregular attendance.

Non-Compliance with the Policy:

The Attendance Clerk will call home to check in with Student/ Family after 10am daily.

The Attendance Clerk will call an official conference with student reiterating the school's attendance policy AND a letter will be sent home outlining the policy and the laws:

- 1) After **three** consecutive unexcused absences -OR-
- 2) After five unexcused absences in a three month period -OR-
- 3) After **ten** unexcused absences in a six-month period.

Appendix B

Medication Administration Policy

Adopted: 9/6/15

Administering Non-injectable Medicines to Students

Eugene Sudbury School recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours.

Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis.

All requests for the Eugene Sudbury School to administer medication to students shall be made by their parents in writing, using the Medication Administration Permission Form.

Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

Eugene Sudbury School will designate school staff authorized to administer medication to students. **All medication, prescription and non-prescription will be kept in the office and retrieved by the student with the assistance of designated school staff.**

Eugene Sudbury School reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

Administering Injectable Medicines to Students

Injectable medicines may be used at school only when it is necessary for students to attend school. Staff will receive specific training, as required by law, by either the student's sponsoring district's health staff or a practicing health care provider.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by school employees in accordance with established state law, Board policy and procedures.

Eugene Sudbury School shall meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy. Regulations will include provisions for student self-medication.

Legal Reference(s):

[ORS 109](http://landru.leg.state.or.us/ors/109.html)<http://landru.leg.state.or.us/ors/109.html>.640

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.867

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.869

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.870

[ORS 433](http://landru.leg.state.or.us/ors/433.html)<http://landru.leg.state.or.us/ors/433.html>.800 - 433.830

[ORS 475](http://landru.leg.state.or.us/ors/475.html)<http://landru.leg.state.or.us/ors/475.html>.005 - 475.285

[OAR 581-021-0037](#)

[OAR 581-022-0705](#)

[OAR 166-414-0010](#) (22), (23) and (24)

Self Medication Administration Policy

Self-Administration of Non-injectable Medicines

Eugene Sudbury School recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours.

Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis.

All requests to Eugene Sudbury School for a student to self-administer non-injectable medication, shall be made by the parent in writing. Medications must be in the original container (prescription) or package (non-prescription.) Requests shall include the written instructions of the physician for the administration of a prescription medication or the written instructions of the parent for the self-administration of a nonprescription medication by a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

Eugene Sudbury School reserves the right to reject a request to self-administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school. All prescription and non-prescription medication will be kept locked in the office and given to the student by staff when needed, based on the recommended dosage on the label or package.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by school employees in accordance with established state law, Board policy and procedures. Eugene Sudbury School has developed administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy. Regulations will include provisions for student self-medication.

Legal Reference(s):

[ORS 109](http://landru.leg.state.or.us/ors/109.html)<http://landru.leg.state.or.us/ors/109.html>.640

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.867

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.869

[ORS 339](http://landru.leg.state.or.us/ors/339.html)<http://landru.leg.state.or.us/ors/339.html>.870

[ORS 433](http://landru.leg.state.or.us/ors/433.html)<http://landru.leg.state.or.us/ors/433.html>.800 - 433.830

[ORS 475](http://landru.leg.state.or.us/ors/475.html)<http://landru.leg.state.or.us/ors/475.html>.005 - 475.285

[OAR 581-021-0037](#)

[OAR 581-022-0705](#)

[OAR 166-414-0010](#) (22), (23) and (24)

Appendix C

Eugene Sudbury School | Student Contract

I am free to choose how I spend my time at Eugene Sudbury School. As a full voting member of the School Meeting I am responsible for the general welfare of the school, through actions that contribute to preserving the atmosphere of freedom, respect, fairness, trust, and order that is the essence of the school's existence.

I understand that I am an equal citizen with all of the rights, privileges, responsibilities, and access therein. I know that my vote is equal to all others within the democratic governance of the school.

I understand that although the school has no expectations about how I spend my time or what activities I choose to pursue; the school does expect that those pursuits will be of my own design and choosing.

I am willing to participate in the Judicial Committee when called and if elected as a member, and I am willing to make a good faith effort to resolve conflicts through problem-solvings.

In signing below, I agree to abide by the Eugene Sudbury School Lawbook, List of Rules, and to treat others with respect, which is inherent in the democratic principles that the school is founded on.

I understand that any violation of this contract may result in a judicial complaint being filed.

I choose to attend Eugene Sudbury School because it is the best educational choice for me.

Student Signature

Date

Appendix D

Parent contract

Welcome to Eugene Sudbury School. We believe that the role of parents and guardians in the educational lives of their children is of primary importance. We applaud your support for democratic education.

Our job is to create and maintain a safe environment where students are free to discover and pursue their own interests in their own ways. To succeed in this task, we need the full support of every parent and guardian

who is part of the school community. It is essential to the school that you understand and embrace our methods and principles before your child begins attending Eugene Sudbury School.

Agreement:

In order for the students to get the most from their experience at Eugene Sudbury School, we ask that parents do their part to support their children in the following ways:

By learning about the democratic model, making a good faith effort to understand the democratic governance structures of the school, judicial processes, and non-coercive philosophy.

By supporting their children's decision to pursue their own education in their own ways.

Eugene Sudbury School holds that placing specific educational expectations on children negates the powerful opportunities offered by a free educational environment. Additionally, sending children to school with assignments interferes with their with the development of self-motivation, self-direction, self-assessment and self-regulation It also effects the school environment for other students.

By expressing confidence in Eugene Sudbury School. There may be times when parents have concerns about their children's educational progress.

All parents experience moments of apprehension and the staff is here to support you. You can make an appointment with the admissions clerk to raise a concern specific to your child or discuss broader issues at regular community forum meetings.

By understanding that while at school, parents are the guests of the School Meeting and must abide by the Lawbook and the List of Rules, equal to every other member of the School Meeting.

Acknowledgement

Media Access: I acknowledge that Eugene Sudbury School is a democratically run environment where the decisions students make are real and meaningful. I understand that there will be media in the Eugene Sudbury environment and that my child(ren) may choose to interact with such media. Although I may or may not be comfortable with this, I am

supporting my child(ren)'s right to make those choices for themselves.

Adult Supervision: I understand that Eugene Sudbury School is a free environment where students learn to be responsible for themselves and to be accountable to each other. I acknowledge that though there are many procedures in place to ensure safety, I understand that my child(ren) may not be under direct supervision by an adult at all times.

Again, thank you for supporting your child's choice of Eugene Sudbury School.

Agreement: I have read and understand the above. I agree to make a good faith effort to support my child(ren) in ways that will enhance their ability to benefit from the educational experiences offered by the Eugene Sudbury School. I am choosing Eugene Sudbury School because it is the best educational choice for my child.

Parent or Guardian

Date

Student's Name

ESS Representative

Position